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FIFTH UNITED NATIONS REGIONAL
CARTOGRAPHIC CONFERENCE FOR
THE AMERICAS
New York, 10-15 January 1993

DOCUMENTATION FOR THE CONFERENCE

Note by the Secretariat

1. The official languages of the Conference are English, French and Spanish. Since the facilities for the translation and reproduction of documents during the Conference will be limited, Governments are asked to forward to the United Nations Secretariat at their earliest convenience, but not later than 15 October 1992, two copies of the documents that they may have prepared in support of items on the provisional agenda for the Conference. Any document received after 15 October 1992 will be issued by the Secretariat as an information paper only. Such papers will not, of course, be reproduced in the final proceedings of the Conference.

2. One copy must be typed in double spacing, including footnotes and quotations, to facilitate processing for the final publication of the technical papers after the Conference. Another copy will be used for offset reproduction and distribution at the Conference and must be single spaced. All pages of the manuscript must be of the same size (preferably A4) and must be numbered consecutively. Manuscripts must be typed on one side of the page only, with margins of at least one inch on all four sides of the page.

It is essential that the documents be kept to a reasonable length; in no case should they exceed 15 pages. Every document submitted for official presentation should be accompanied by a summary consisting of a condensation of the essential parts of the paper and should be limited to one typewritten page or less. The documents will be distributed in the language in which they are received (English, French or Spanish) and the summary will be translated and distributed in the two other languages.

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4. Governments are requested to send 3,000 printed copies of each multicoloured illustration to the above address for inclusion in the proceedings of the Conference, since it is not possible for the United Nations to reproduce such illustrations. In addition, Governments should send 200 copies to the Conference secretariat for distribution during the Conference, making a total of 3,200 printed copies of each colour illustration, including maps.

5. The proceedings of the Conference are to be issued in two volumes as follows:

Volume I: Report of the Conference
Volume II: Technical papers

Volume I will be issued in English, French and Spanish; in accordance with United Nations policy concerning the limitation of documentation, volume II, containing the documents in support of the Conference agenda, will be issued in one version only, with each paper appearing in the original language (English, French or Spanish) and preceded by a summary in the other two languages.

6. Information papers for distribution will be accepted at the Conference site. However, Governments should submit at least 200 copies of their information papers to ensure satisfactory distribution.